



City of Galena

211 W. 7th * Galena, Kansas 66739

Phone (620) 783-5265 * Fax (620) 783-5111

The Oldest Mining Town in Southeast Kansas

1877

Request for Record Copy



To be completed by requestor (*Please print or type*):

Name: _____

Address: _____

Daytime Phone: _____

Document or Record sought — Please provide a detailed description of the record(s) you desire. Include record titles and dates, as well as the names of City agencies or departments which produced or hold the record(s).

Record or Document Title and Date

- 1.) _____
- 2.) _____
- 3.) _____

Certificate of Compliance with K.S.A. 45-220 (c)

I, _____, understand that no person shall receive, for the purposes of selling or offering for sale any property or service to person(s) listed therein, any list of names or addresses contained in or derived from a certain public record(s).

I also understand that violation of the statute prohibiting the unlawful use of names derived from a public record is a class C misdemeanor.

In accordance with these provisions, I certify that I do not intend to, and will not, use any list of names or addresses contained in or derived from public records for the purpose of selling or offering for sale any property or service to any person listed to any person who resides at any address listed; neither will I sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person(s) listed or to any person(s) who resides at any address listed, except under authority of the limited circumstances.

Signature

Date

Mail or Deliver this request to:

City of Galena
Attn: City Clerk
211 W 7th Street
Galena, Kansas 66739

To be completed by City Clerk:

Date Received: _____

Date Response: _____

Costs:

Staff Time _____ 1 _____ x \$ _____ 20.42 _____ /hr = \$ _____ 20.42 _____

Copies _____ x \$ _____ \$ _____ Total Cost \$ _____ 20.42 _____